



Ms Lyn Beverley
Committee Secretary
Senate Standing Committee on Finance and Public Administration
Parliament House
CANBERRA ACT 2620

CORRECTIONS TO EVIDENCE
Public Hearing 17 November 2014

I wish to advise the following clarifications and corrections to the record in relation to evidence provided at the public hearing on 17 November 2014 concerning the Department of Parliamentary Services.

Yours sincerely

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Chief Operating Officer
Department of Parliamentary Services

5 December 2014

Pg No	Hansard wording	Suggested correction/clarification
9	Ms Mills: In addition, we have, within specialist areas such as Hansard, a peer training program—and I can certainly have the assistant secretary of that area explain to you how Hansard staff are trained. It is largely on-the-job and peer-supported training.	Clarification: Trainee Hansard editors progress through a structured training program to become Hansard editors. They are each supported in their training by their mentor (an experienced Hansard editor allocated to assist them) and by their Assistant Director.
10	Ms Greening: that is the PL 1 level	Correction: that is the PEL 1 level
11	Ms Greening: some of it is face-to-face training and some of it is peer-to-peer training.	Clarification: Some face-to-face small group training sessions are held with the trainee editors and some one-on-one training is done on the job with the mentors and with other experienced editors.
11	Ms Greening: They are developing training programs	Correction: They are developing training plans
11	Chair: you have two experienced Hansard operators training 20 trainees?	Clarification: Two Hansard editors have been taken offline until the end of 2014 to coordinate training and support the current large cohort of trainees in progressing through the training program. This is in addition to the mentors that are allocated to assist each of the trainees.
11	Ms Greening: Until 2012, we had two people full-time looking after our trainees.	Clarification: two people (PEL 1s) developed the training program and managed the trainees, but only one of them (who was a former editor and senior editor) delivered the actual training.
11	Ms Greening: The trainees are split across four teams, and the assistant directors have prime responsibility for working with the trainees and the training program. The mentors are allocated time during the sitting weeks to assist their trainees, so they are on hand to help them with and subedit their work, because all trainees' work is subedited. So, yes, it is an impost at the moment but it is one that we are working through.	Clarification: Subediting of the trainees is not always done by their mentor; sometimes it is done by other PSL6 editors. However, it is correct that all trainee's work is subedited.
12	Ms Greening: And it did for a period of time, for a month or so...	Clarification: for approximately three months.

12	Ms Greening: A generalist?	Correction: A generalist.
12	Senator Rhiannon: That certainly surprised some of this ,	Correction: That certainly surprised some of us ,
12	Ms Greening: The parl AV person...	Correction: ParlAV
12	Ms Greening: We have some parl AV staff...	Correction: ParlAV
13	Ms Greening: I am not 100 per cent clear on this one. My understanding is that a Hansard editor was going into that chamber every—I think—five minutes, because they use five minutes of audio. That was changed some years ago and Hansard no longer has a presence in that chamber.	Clarification: Hansard editors were going into that chamber every one to 1.5 hours to monitor proceedings.
13	Ms Greening: ... in that our parliamentary AV staff make the ...	Correction: ParlAV
15	Ms Greening: No. The pink or the green—the draft—may go to a senator or member without having been subedited; it may be published that night without having been subedited by another editor. But what we try to do is to have it looked at before the <i>Hansard</i> is made official.	Clarification: All pinks and greens from turns completed by PSL6 editors are subedited after going to senators and members. All pinks and greens from turns completed by a PSL5 trainee editor are subedited before going to senators and members.
22	Ms Hanley: There was Peter Manwaring, was the director of procurement, there was myself, who was assistant secretary of what was then the infrastructure services branch, and there was Siwan Davies, who was the acting secretary of the building services branch	Correction: and there was Siwan Davies who was the acting assistant secretary
29	Senator Faulkner: Thank you for that. And the \$30,000 was fully paid Dr Heriot: Yes	Correction: Ms Van Mourik: Clarification: All the invoices presented by Ms Zahalka so far have been paid in full. An amount of \$10,000 is outstanding awaiting an invoice from Ms Zahalka
30	Mrs Kearney: I imagine it was in the realm of about \$70,000	Correction: I imagine it was in the realm of about \$65,000
46	Ms Greening: There has been one voluntary redundancy in the last 12 months. There has been one involuntary redundancy, and there was what is termed 'involuntary redundancy'—I am not sure if it is in	Correction: There has been one voluntary redundancy in the last 12 months. There has also been one involuntary redundancy in the last 12 months.

	the last 12 months or the last two years...	Clarification: The other case noted in the evidence provided related to an employee who declined an offer of a voluntary redundancy in 2012, elected to remain with DPS for a retention period and left the department as an involuntary retirement in June 2013.
47	Ms Greening: I have been a manager for over 10 years and in most of my management roles I have not had in-depth experience of the services that I am responsible for delivering. In this current role, not only am I responsible for the <i>Hansard</i> service; I am also responsible for the parliamentary AV service and I do not have any experience managing parliamentary AV either.	Correction: I have been a manager for over 15 years Correction: I am responsible for the parliamentary AV service and I do not have any experience doing parliamentary AV activities either.
47	Ms Greening: We had a team of two who were responsible for providing training services. That team has only been place for approximately four years. We have moved away from having that team responsible for training people. When I talk about trainees, you said four. It is more like eight per year, but for the last few years those people had been part time. So they had only been working when parliament sat. We had two full-time equivalents managing the training for eight individuals, which was the equivalent of four FTE.	Correction: should read 'been in place '.
48	Ms Greening: The process that was in place beforehand where we had two people delivering...	Clarification: two people (PEL 1s) developed the training program and managed the trainees, but only one of them (who was a former editor and senior editor) delivered the actual training.